

# Probation review template

An effective probation review template should involve a series of thoughtful questions that measure the new hire's performance, their culture fit within the team, and their overall experience. Here are some probation review questions you might ask during the process:

## Mid-probation check-in questions

A mid probation check-in is designed to ensure your new hire is performing in line with expectations, has the appropriate support they need and is on track to pass their probation, or provide early feedback if they are not meeting the expected standard.

### Reviewer questions

1. What additional support can you offer during their probation period, if needed?
2. What feedback can you share to support them?
3. What areas should they focus on for the remainder of their probation?
4. What areas of the role are they exceeding expectations?

### Reviewee questions

1. Is there any additional training or support you feel you need right now?
2. Have you made appropriate progress against your induction and training plan?
3. Do you feel you have a clear understanding of the expectations of your role?
4. What areas of your role do you feel you could improve?
5. What are you proudest of during your first month(s) here?

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## End of probation review template

The purpose of this check in is to wrap up your new team member's probationary period and summarise the progress they've made during that time. Before you meet, you've both got a few questions to answer to help you prepare. During the review meeting, let them know whether they've passed/failed probation or if it's being extended and why.

### Reviewer questions

1. Do you have any other feedback for them?
2. How can you support them?
3. What key areas should they focus on for development?
4. Where are they exceeding expectations for this role?
5. What feedback have you collected from people who have worked closely with this person?

### Reviewee questions

1. Do you have any feedback about your probation/onboarding experience?
2. What areas do you need more support in?
3. What have you learned?
4. What has been the most difficult?
5. What have you enjoyed the most during this period?

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